

# Mon Sheri Design Monthly Maintenance Plans for 2024

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## MSD Monthly Maintenance Plans

### Basic Monthly Maintenance Plan

What You Need: updates & options

- **A monthly bill of \$5.99 per month**
- This will include the following:  
**Routine Updating:** Monthly routine updates (plugins, themes, WordPress), any tweaking of settings or similar tasks that seem prudent or are recommended in the WordPress dashboard, and a spot-check of the editor/dashboard/live website. I may also have a look in your hosting if you have a PHP version update recommendation in your WordPress dashboard, or for any other reason I may think it's worth having a look around or tweaking some setting, etc.  
**This \$5.99 monthly fee covers up to 15 minutes of aforementioned maintenance work.**

If the maintenance work on your website goes beyond 15 minutes due to an issue that arises, my 'ongoing client' rate of \$40/hr. will apply, and I will proceed in the work for up to 1 hour. If this additional time is needed, I will email you with information about the additional work and issue(s) that occurred, and the additional time and fee to expect in your bill.

Additionally, if you request website changes/work in a particular month, my 'ongoing client' rate of \$40/hr. will apply to the time spent on your website changes/work. However, if you send me these changes before the 5th of the month, I will plan to do the work at the same time as the maintenance, and if there's any overlap in time spent, this will be to your benefit.

### Monthly Maintenance Plan Plus

A buffer when stuff happens:

- **A monthly bill of \$9.99 per month**
- This would include the following:  
**Routine Updating:** Monthly routine updates (plugins, themes, WordPress), any tweaking of settings or similar tasks that seem prudent or are recommended in the WordPress dashboard, and a spot-check of the editor/dashboard/live website. I may also have a look in your hosting if you have a PHP version update recommendation in your WordPress dashboard, or for any other reason I may think it's worth having a look around or tweaking some setting, etc.

**Emergency Coverage:** If there's a maintenance task that will bring me outside of the normal 'up to 15 minutes' timeframe for monthly maintenance, I will address it for up to two hours for no additional fee. (Two hours from the beginning time of my going in to begin the monthly maintenance.) If any additional time is needed, I can clarify with you how you want to proceed.

**Additionally, if you request website changes/work in a particular month, my 'ongoing client' rate of \$40/hr. will apply to the time spent on your website changes/work.** However, if you send me these changes before the 5th of the month, I will plan to do the work at the same time as the maintenance, and if there's any overlap in time spent, this will be to your benefit.

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## Billing

I bill via a PayPal invoice which you will receive by email. Payment options:

- **Pay electronically using the PayPal invoice** using PayPal as the payment processor. No PayPal account is needed, and you will not be charged any fee.
- **Print the PayPal invoice and mail your payment** (address included on invoice).
- **Pay via Venmo** @MonSheriDesign (<https://www.venmo.com/u/MonSheriDesign>)



## Billing Frequency

Two options:

- Default billing frequency is **Monthly Billing** – at the beginning of each month.
- **Twice Yearly Billing** is a second billing frequency option. With this billing option you get billed for your monthly rate x12 for the entire year at the beginning of January. Then at about 6-month increments (once mid-summer, then again in December) you will be billed for any work in that time period that fell outside of your Monthly Maintenance Plan's scope of coverage.

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## Mon Sheri Design (MSD) Hourly Rates and Details:

- **MSD's standard hourly rate** for graphic design and web design work is \$50/hr., with a minimum charge of \$20 per 'work session', with 'work session' defined as entering into the work within a single day.
- **MSD's Monthly Maintenance clients' hourly rate** for graphic design and web design work is \$40/hr., with a minimum charge of \$15 per 'work session', with 'work session' defined as entering into the work within a single day... with the exception of time spent within the 'work session' in which I perform monthly maintenance for clients on one of my Monthly Maintenance Plans (see above).
- **MSD's non-profit hourly rate** for graphic design and web design work is \$40/hr., with a minimum charge of \$15 per 'work session', with 'work session' defined as entering into the work within a single day.
- **Quotes and Per-Task Rates:** Most photography work, some graphic design, and certain web design work is charged at a set rate per body of work or quote. If this is the case with a type of work I do for you I will communicate the amount and the body of work it will cover.

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Sheri Lossing

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